



Maryland
Energy
Administration

Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

ENERGY PROGRAM MANAGER - FINANCING FOCUS

Responsibilities: The Energy Program Manager will be part of a dynamic team transforming energy in the State of Maryland. Energy Program Managers are responsible for a diverse range of energy programs and initiatives. The successful candidate for this position will be responsible for administering a number of programs with a specialized focus on energy financing and federal programs. This includes managing the Jane E. Lawton Conservation Loan Program (JELLP), a revolving loan program providing low interest financing for energy efficiency improvements to public and private buildings and being a primary team member on energy financing initiatives. The Program Manager may manage initiatives related to energy infrastructure, and energy programs supporting the implementation of efforts funded by the Infrastructure Investment and Jobs Act and Inflation Reduction Act (IIJA) and Inflation Reduction Act (IRA). The successful candidate can also expect to be integral to the development of new programs and initiatives to benefit a variety of sectors as well as coordination of partnership programs with MEA's peer agencies.

The position will be responsible for the following tasks:

- Developing and designing programs focused on energy efficiency and decarbonization of buildings.
- Administering programs as designated, marshaling the expertise of professionals across the agency relevant to the specific needs of applicants.
- Reviewing program applications for feasibility, decarbonization benefits and financial soundness.
- Coordinating with MEA technical and financial analysis partners and contractors to review program applications.
- Evaluating new financing program opportunities, developing program plans and proposals for future program development.
- Drafting loan agreements, grant agreements, project summaries, promissory notes and other documents necessary to issue financing or grants.
- Working with MEA legal counsel to ensure legal sufficiency of documents, programmatic requirements, and to determine appropriate levels of Borrower securitization.

- Coordinating with MEA's Finance Division to manage loan awards already issued, including monitoring borrower progress, repayment and closing out agreements when work is complete.
- Performing compliance-related activities, including on-site financial and performance audits of loan applicants and grant recipients, as needed.
- Representing MEA and its programs at state, local or professional gatherings, as needed.
- Staying informed regarding current local, state, regional, and international energy policy developments and market conditions that may directly or indirectly affect Maryland markets, businesses, and consumers.

Minimum Qualifications:

- Bachelor's degree in finance, economics, business administration, engineering or a related field.
- Minimum of five (5) years of relevant professional experience.
- Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year to year basis for the required education and experience.

Preferred Qualifications:

- At least two (2) years experience in a financial role or a program manager role involving financial functions, such as but not limited to banking, loan document administration, grant administration.
- Experience and comfort with meeting and interacting with senior business and government officials.
- Project management experience, including establishing and communicating milestones, directing staff and meeting deadlines.
- Previous work interpreting and auditing contracts for vendors/subcontractors.
- Strong verbal and written communication skills.
- Previous financial reporting experience and use of Salesforce and Microsoft Office, especially Microsoft Excel.
- Familiarity with specific regulatory reporting requirements including Davis-Bacon Wage Reporting, Buy American Certifications, etc.
- Past experience performing risk assessments, auditing or actuarial activities.
- Knowledge and experience with financial audits
- Ability to interface with the general public as well as State and local elected officials, as needed.

Bonus Qualifications:

- Experience with energy related financing programs.
- Experience implementing energy grant programs and administering programs and initiatives resulting from federal funds, including ensuring compliance with federal requirements.

To Apply:

Send a cover letter, resume, writing sample, and salary requirements by email with “Energy Program Manager- Finance” in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position. This position will be open until filled.

Salary:

This is a State contractual employee position and does not accrue full benefits. Salary commensurate with experience and is in the range of \$72,340 to \$112,091 annually.